

**JOB OPPORTUNITY**  
**OFFICE OF THE CHIEF MEDICAL EXAMINER**  
Pathology Services, Telecommunications Unit  
**POSITION: LABORATORY ASSISTANT 1 (part-time)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Office of the Chief Medical Examiner, Farmington, next to the University of Connecticut Health Center

**Hours:** Every other weekend (Saturday and Sunday) 8:00 a.m. – 4:30 p.m., with a rotating schedule to work the daytime shift on some holidays. These are part-time hours.

**Salary:** Starting rate is \$17.04/hour

**Closing Date:** February 18, 2011

**Examples of Duties:** Answers incoming calls; communicates with police departments and hospitals as well as the Office's Assistant Medical Examiners; inputs information into a computerized case-management system; coordinates the transport or release of bodies; types forms and assembles related paperwork.

**General Knowledge:** Some knowledge of laboratory terminology and medical terminology

**Preferred Skills and Ability:** Interpersonal and telephone communication skills; the ability to carry out written and oral instructions, to follow policies and procedures, and to maintain the confidentiality of private information. Must be able to use a typewriter, and must be physically fit to perform some lifting.

**General Experience:** One (1) year of work experience in a laboratory or medical setting.

**Substitution Allowed:** Graduation from high school with courses in mathematics and science may substitute for work experience.

**Eligibility Requirement:**

This is a non-competitive, part-time position open to the public. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Note:**

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** Download an employment application (form CT-HR-12) at <http://das.ct.gov/employment>, complete the application and send it by mail, fax or email on or before the closing date to:

**Human Resources, O.C.M.E.**  
**11 Shuttle Road**  
**Farmington, CT 06032**  
**FAX to (860) 679-1257 (Attention H.R.)**  
**E-mail to [jolender@ocme.org](mailto:jolender@ocme.org)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.